

EVENT ACADEMY

Step By Step Guide For Applying For Your Finance

Duologi Flexible Finance is a finance company that helps you spread the cost of your course. Duologi is completely independent of The Event Academy.

Rules on Applications

You can apply to Duologi for Flexible Finance if you are...

- Over 18 years & under 75 years old on the application date
- Live in the UK with minimum 3-years of UK address history
- Have a UK bank account that accepts direct debit
- Have your credit or debit card registered to your home address
- Working minimum 16 hours per week with minimum annual income of £10,000 OR you are self-employed OR you are not working through disability

Unfortunately, you cannot use this option if you do not meet the criteria above OR...

- You are unemployed
- You are a non-UK resident
- You have had or have any defaults or missed payments on existing credit agreements either currently or in the last 3 years.

To get the finance, you will fill in a form during the checkout process and your credit history will be checked.

We understand that some of our students are just starting out in their careers and so if for any reason you do NOT meet these criteria you may be able to ask someone else to pay on your behalf or choose an alternative payment method.

How To Apply

This process should take you less than 5 minutes

1. Go to the relevant **Course page**
2. Click **Enrol On Course** and choose the **start date**
3. Select the payment option '**Duologi Finance**'
4. Click **Pay & Secure Your Place**. Your shopping cart will load with the course you have chosen in the box of the right-hand side of the screen. On the left you have two options to choose from: "Credit Card" or "Duologi Flexible Finance"....
5. Choose '**Duologi Flexible Finance**' (don't put in your credit card details!)

6. Click **Review Order** and then **Complete Order** (don't worry you haven't applied yet). You will see a confirmation page and will be automatically transferred to start your application.
7. Complete the questions.
 - **Date of birth**
 - **Residential status** (e.g. living with parents or renting a flat (tenant) or own my house (Owner Occupier)
 - **Employment status** (e.g. student, employed, part time etc)
 - **Gross Annual Income** (e.g. how much do you earn each year)
 - **Number of dependants** (e.g. do you have any children)
 - **Current address** (e.g. where you live now)
 - **Years at address** (e.g. how long you have lived there)
***Remember: if you have lived at this address for less than three years you will need to provide previous addresses – Duologi requires three years of details of where you have lived to do the credit check and see if you are eligible.*
8. Tick the **disclaimer box** if you are happy to proceed.
9. Click **Complete Purchase**
10. **CONGRATULATIONS!** You have applied.

Now that you have applied, three things could happen:

- 1) **Accepted** - Duologi says yes immediately – you will be advised to pay your deposit and you will receive the paperwork for your payment plan and an invoice. You will make payment for the deposit immediately.
- 2) **Declined** - Duologi says no immediately – **Please Contact us so we can assist you with alternatives to pay for your course.**
- 3) **Referred** - Duologi will ask for a little more information. You will receive contact from them within 24 hours via email with details of what they need to confirm with you.

Please note that Duologi does not offer any explanation for their decisions